**FORM 3**

Name :………………………………………………Adm. No :……..…………………………...

House :…………………………………………….. Class :……………………………………….

Date ………………………………………................Student’s Signature…………………..

*451/1*

*COMPUTER STUDIES*

*FORM 3*

*PAPER 2*

*(THEORY)*

*TIME: 2 HRS*

1. Levergo Limited is a waste management company. They have new products which they would wish to introduce to their clients through a letter. An invoice for previous services offered will be attached to the letter.

The following is a letter and an invoice to their client.

**P.O. BOX 12275-00100**

**MTOPANGA**

***Phone +254(111)12145Fax +254(23)12125***

Ref: St/Fture/001

Ms. Stefanie Czeda

P.O. Box 12275-00100

Mtopanga

28th November 2015

Dear Customer,

**Re: Introduction Letter.**

Levergo Ltd, a leading company in selling of upholstrey. We are now pleased to inform you that it has expanded their products and services. We are now selling other products as listed below:

**Code Item Description Fee per unit**

001 Flashdisks Ksh. 60.00

002 Power Cables Ksh. 600.00

003 Mobile Phones Ksh. 6000.00

004 DVD/CD Ksh. 30.00

We are happy to have you as one of our esteemed customers and we promise that we shall always strive to remain competitive this emerging area.

Enclosed, find your invoice for the products delivered last month.

Yours faithfully,

**Stephanie Czeda**

**Sales Manager**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LEVERGO LTD  P.O. BOX 12275-00100  MTOPANGA  *Phone +254(111)12145Fax +254(23)12125* | | | | |
| **INVOICE** | | | | |
| **Order Number** | **Customer Name** | **Order Date** | **Required Date** | |
| 234 | Stefanie Czeda | 23rd Nov 2015 | 24th Dec 2015 | |
|  | | | | |
| **No** | **Item Description** | **Units** | **Unit Price**  **(Ksh.)** | **Total Amount**  **(Ksh.)** |
| 1 | Leather Soafset | 2 | 30000.00 |  |
| 2 | Door mat | 5 | 75.00 |  |
| 3 | Curtains | 3 | 1200.00 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | **Grand Total** |  |
| **Received by: Signature Date** | | | | |

1. Using a wordprocessing package, create a document with the following as they appear.
2. The letter.
3. The invoice on the next page
4. Save the document as **Levergo (42 ½marks)**
5. (i) Copy the content of the document named Singlen into a blank document. Save the document as **Levergo2. (1 ½ marks)**

(ii) Converts the data in the columns; code, item description and fee per unit into a table without retyping. **(2marks)**

(c ) Use wordprocessing formulae to calculate the following in the invoice on the document named **Levergo2.**

1. Total amount of each item. **(1 mark)**
2. Grand total. **(1 mark)**

Save your work.

1. Print each of the following on both sides of the printing paper.
2. Levergo **(1 mark)**
3. Levergo2 **(1 mark)**

The figure below shows an extract of a worksheet showing sales and expenses for Amani Company for the months of January to June. Use it to answer the questions that follow.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | A | B | C | D | E | F | G | H |
| 1 | **SALES AND EXPENSES** | | | | | | | |
| 2 |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  | Jan | Feb | Mar | Apr | May | Jun | Total |
| 5 | Sales | 150000 | 125000 | 180000 | 130000 | 98000 | 165000 |  |
| 6 | Expenses |  |  |  |  |  |  |  |
| 7 | Rent | 10000 | 10000 | 10000 | 10000 | 10000 | 10000 |  |
| 8 | Utilities | 5000 | 3000 | 5000 | 8000 | 4000 | 5000 |  |
| 9 | Salaries | 40000 | 40000 | 42000 | 40000 | 40000 | 40000 |  |
| 10 | Suppliers | 30000 |  | 39000 | 50000 |  | 50000 |  |
| 11 | Consultants |  |  | 9000 |  | 45000 |  |  |
| 12 |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |
| 15 | Profit or loss |  |  |  |  |  |  |  |
| 16 |  | | | | | | | |
| 17 | % tax on sales | 15% |

1. Create the worksheet as it appears in the figure on a spreadsheet package and save it as **Incomestatement.** **(9 marks)**
2. Use a function that references only to cells to calculate:
3. Total sales from January to June. **(1 mark)**
4. Total for rent expenses and apply the formula to obtain the total for other expenses. **(2 marks)**
5. The profit or loss for each month. **(2 marks)**
6. Format the worksheet as follows:
7. Merge the cells from A2 to H2 **(1 mark)**
8. Resize the title to font size 16 and apply bold. **(2 marks)**
9. Apply a single line boarder to all the cells containing data. **(1 mark)**
10. Align to the right all the column headings in the worksheet. **(1 mark)**
11. Apply a grey background colour to all the column headings. **(1 mark)**
12. (i) Rename the current worksheet as **Profit.** **(1 mark)**

(ii)Copy the content of the worksheet named Profit to a new worksheet and rename the new worksheet **Modified.** **(1 mark)**

1. The company is expected to remit 15% of their sales as sales tax to a revenue authority.
2. Insert a blank row below the sales row and label it as “Sales Tax”**(1 mark)**
3. Compute the sales tax for January using absolute sell referencing to obtain the tax for the other months. **(3marks)**
4. Calculate profit or loss for each month after taxation. **(2 marks)**
5. (i) Insert a blank row below the profit or loss row and label it as “Comment”. **(1 mark)**

(ii)Use the “IF” function to display comments for the profit or loss as follows

**Profit or loss Comment**

More than 60,000 Ok

More than 30,000 and sales less than 60,000 Break even

Less than 30,000 Check **(4 marks)**

1. Create a bar chart to compare the sales and the total expenses for each of the six months and:
2. Insert the chart title: “Sales Expenses Analysis”
3. Insert the x-axis label: “Month”;
4. Insert the y-axis label: “Amount”;
5. Insert data labels for the sales series;
6. Save it as new worksheet named **Comparison** **(11 marks)**
7. Set the page orientation of the worksheet named Modified to landscape. (1mark)
8. Print the following worksheets:
9. Profit
10. Modified
11. Modified showing the formula
12. Comparison **(5 marks)**